502 Help Wanted Dental-Medical

DENTAL ASSISTANT
Busy family practice seeking bright individual with chairside experience who enjoys working at a fast pace. We offer challenging opportunities in a team oriented environment. To get started, please call 348-7997

DENTAL ASSISTANT
Mature person who enjoys people wanted for chairside dental assisting with cross training in reception & administrative responsibilities. 18-24 hrs. per week Mon., Wed., Fri. Plymouth/Canton office. Call 8am-5pm. Mon., Tues. & Thurs. 453-9250

DENTAL ASSISTANT
full time, experience helpful but will train right person. Farmington Hills area. 553-9393

DENTAL ASSISTANT
Experienced. Farmington Hills. Top salary & benefits
855-5452

DENTAL ASSISTANT - assisting only. Well established Farmington area, will train. Call between 9am - 4pm. 851-3767

DENTAL ASSISTANT
Modern dental practice in Livonia has a full time opening for a chairside dental assistant. Excellent salary plus benefits.
Qualified applicants call 979-2882

DENTAL ASST
ORTHODONTIC ASST
Part time for general South field specialty office. 358-5120

DENTAL CHAIRSIDE ASSISTANTS
Full and part-time. Experienced in 4 handed dentistry. Good pay and benefits. Weekend. 722-5133

DENTAL HYGIENIST
for Dental Specialty practice in Birmingham/Southfield area. Full or part time position. Dynamic work environment. Experience preferred. Call Jane at 357-3109

DENTAL HYGIENIST - 2 or 3 Saturdays per month in our Canton office, must be a team worker. 397-1010

DENTAL HYGIENIST
for general practice in Lake Orion area. 693-4457

DENTAL HYGIENIST for downtown Rochester general practice. 3 days a time (Tues. and Thurs. preferred). Hourly rate. Call 652-4844

DENTAL HYGIENIST
Part time
West Bloomfield
562-1225

DENTAL HYGIENIST Needed for every Sat. or alternate Sat. 8am-1:30pm in newer office, Newburgh/8 Mile Rd. area, Livonia. 591-0011

DENTAL HYGIENIST - part time Saturdays for 2 doctors. Preventive practice in the Livonia/Westland area. Good opportunity for personable, motivated individual. Excellent working conditions. Call Debbie 10am-4pm 425-5370

DENTAL HYGIENIST - Plymouth, Mon. & Fri. Start in January, May become full time. Must be cheerful and outgoing. Introverts or smokers need not apply. 453-5010

DENTAL HYGIENIST
Position open in Troy. Mon. Thur. every other Sat. Sat. & benefit perks based on experience & enthusiasm. For interview call Carol 689-6132 or 658-1174

DENTAL OFFICE in Livonia would like congenial hygienist willing to pull both assisting & reception skills. Full time includes Sats. 427-8111

DENTAL OFFICE: Dynamic practice needed for alternate Saturdays to help receptionist. Will do recall, make appointments, peg board, financial arrangements, pay bills, some typing & filing. Must have dental experience. 20-25 hr. per week. Dearborn Hts. area. 421-5200

DENTAL RECEPTIONIST
Full-time, to join our people-oriented, progressive Dental Office. Assisting in chairside, experience helpful. Plymouth area. 420-0424

DENTAL RECEPTIONIST - Full time for busy professional practice in Livonia/Westland office. Must have some dental experience in Accounts Receivables, Payables and all front office phases. Looking for motivated, happy individual, great interpersonal skills, computer knowledge helpful, for long term dedicated practice. Premium benefits and salary. Reply, betw. 10-4PM. 425-5570

DENTAL RECEPTIONIST
Part time, experience preferred. Livonia area. Call 464-7000

DENTAL RECEPTIONIST
Experienced in front desk work/Accounts Receivable/insurance. Mon. thru Thurs., 8am-5pm. Farmington area. After 6pm. 673-2879

FRONT DESK PERSON
needed for our Team-oriented, progressive Dental Practice. Position requires people skills, enthusiasm, attention to detail. Full time, part available. Experience preferred. For interview, call 981-5455

502 Help Wanted Dental-Medical

DENTAL RECEPTIONIST - downtown Birmingham, will train, no nights or weekends. Mature person preferred. 642-1942

DENTAL RECEPTIONIST
Highly motivated person needed for progressive E.D. Livonia dental office. D.D.C.S. computer experience necessary. Salary open. Call for interview. 522-5320

DENTAL TECHNICIANS
Two (2) Positions. Experienced CERAMIST. Top Pay! Benefits. Great future. MODEL DEPT. Some dental experience, will train. 362-1281 or 646-8405

DETARY AIDES
PART TIME
Applications now being accepted 10 AM. - 4 PM., Mon. - Fri. Camelot Hall Convalescent Center, 35100 Ann Arbor Trail, Livonia.

DETARY TECHNICIAN
To work weekends and holidays only. Will assist in patient menu selection, maintain cardex system and record patient information. Must be a graduate from a 2 year Tech program and eligible for registry in the A.D.A. Contact:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3000, ext. 217
An Equal Opportunity Employer

DIRECTOR OF NURSING
Seeking qualified RN for 80 bed nursing home/home for the aged. Management skills and leadership abilities required along with dedication to quality care. Excellent benefits. Relocation expenses. Send resume to: Martin Luther Memorial Home, 305 Elm Place, S. Lyon, MI 48178

FRONT DESK RECEPTIONIST
needed for busy Dearborn Heights Doctor. Experience a must. Call Peggy before 3pm. 274-3220

FULL & part time positions, experienced & inexperienced available. Orthodontist general dentistry & front desk personnel for dental office in Sterling Hts. Call 979-2100

GENERAL OFFICE - Medical insurance experience preferred. Computer experience helpful. Self motivated individual needed for Birmingham pediatric office, full time. Send resume to 511 Pierce, Birmingham, MI. 48009.

HOME HEALTH AIDES
needed for Plymouth and Ann Arbor area. Above average salary. Please call 471-6300

HOME HEALTH AIDES
LIVE-INS
Greenfield Health Systems Corp., an affiliate of Henry Ford Hospital, is currently hiring for hourly and live-in assignments in the tri-county area. 1 year recent experience, form transportation and phone necessary. Full time and flexible shifts available. If interested, call 972-1640.
An Equal Opportunity Employer

HOME HEALTH AIDES
Hospice of S. E. Michigan is a creative & expanding program of caring for terminal patients & their families.

We are seeking home health aides for part time home care.
Applicants must:
1. have previous nurse aide or home health aide experience.
2. Be reliable, creative & caring.
3. Have dependable transportation.
Please call Ann Joanne or Dan:
559-9209
An Equal Opportunity Employer

HYGIENIST - We are looking for a friendly, caring energetic person to join our patient oriented general practice in Birmingham. 4 days per week plus 1 Saturday per month. Benefits & salary negotiable. Please call 644-1554

IMMEDIATE OPENINGS AT:
Home Nursing Professional Services for the following positions:
Physical Therapists - BS in Physical Therapy. Home health experience required or 2 years hospital experience.
Medical Social Worker - Masters in Social Work. 2 years experience in health care setting required.
Registered Nurses - BSN preferred. Home care experience preferred. Full and Part time openings.
Home Health Aides- At least 2 years verifiable experience or 6 months with certification. Reliable transportation is necessary. Call Home Nursing Professional Services 271-3969

IN-SERVICE COORDINATOR
Bio-Medical Applications of Livonia accepting applications for full-time In-Service Coordinator. Requirements: Medical Surgical Nursing experience needed. Must be energetic & hard worker - dependable. Call 476-1624

MEDICAL RECEPTIONIST
With 2 yrs. experience for busy internal medicine office. Full time, good salary. Call between 9am. - 12 Noon 354-9571

MEDICAL RECEPTIONIST
Excellent benefits are offered by Ophthalmologist in Bloomfield Hills. An eager, pleasant person willing to learn. Medical experience desirable. Mail resumes to: 2700 North Woodward Avenue, Bloomfield Hills, Michigan, 48013

MEDICAL RECEPTIONIST
needed for part-time position in Southfield Internists' office. For further information call Pat, 358-2310

MEDICAL TYPIST
Experienced, part time, hours flexible.
853-0300

MEDICAL TYPIST
Experienced only. Pay commensurate with experience. Birmingham area. 433-3510

NURSE AIDE
ALL SHIFTS
Previous experience not required. Starting rate $3.75 per hour. 90 days, $4.30 per hour. Apply in person only.
NIGHTINGALE WEST
NURSING HOME
6365 Newburgh Rd.
Bet. Warren & Joy
Westland

502 Help Wanted Dental-Medical

KITCHEN HELP & WAITPERSON for automotive excutive dining room in Troy. Call 362-6485

LAB AIDE
Two (2) full time Afternoon positions available, with large independent computerized Laboratory in Southfield. Experience helpful but will train. Apply in person or send resume to: Citation Clinical Laboratory, 33725 Northwestern Hwy., Southfield, MI. 48075.

LPN's for afternoon & midnight staff relief. Wayne area.
Call United Home Care
459-5141

LPN'S
PART TIME
For 55 bed facility. Apply in person:
Marycrest Manor
15475 Middlebelt, Livonia
427-9175

LPNS - RNS
Livonia Nursing Center
28910 Plymouth Rd., Livonia
522-8970

MASTERS PREPARED
NURSE EDUCATORS
Seeking Masters Prepared nurse educators to be teacher consultant in the areas of med/surg and psych for a national nursing board preparation center. Salary based on individual background.
For more information, contact Debbie or Kristy at: 569-5320

MATURE PERSON needed for filing in doctor office. 2 to 3 days per day, 3-4 days per week. 522-0404

MATURE PERSON for part time billing office work for mental health clinic. Blue Cross and billing experience necessary. 3 days a week - Flexible hours. Salary based on experience. Send resume and salary requirements to: Amity Clinic, 949 Monroe, Dearborn, MI 48185

MEDICAL ASSISTANT - Part/full time for busy Medical Clinic in Ann Arbor. Primarily evening hours and some weekends. Call 971-7094

MEDICAL ASSISTANT, Experienced, wanted for busy OB/Gyn Office. Full-time. Benefits. Farmington Hills. Ask for Barbara, 476-4900

MEDICAL ASSISTANT - Experienced only, part time. Internist's office in Southfield. Must know EKG, PFT, X-Ray, lab, venapuncture & general assisting. 559-5856

MEDICAL ASSISTANT- Reception-ist Wanted full time. Canton clinic. 455-6616

MEDICAL ASSISTANT
For GP office. Experience preferred but will train right person. Call between 9-4, Livonia. 261-2647

MEDICAL ASSISTANT - Part time, for Troy area internist. Flexible days. Must be experienced in venapuncture, EKG's, experience in CICU's desirable. 649-2525

MEDICAL ASSISTANTS
RNS OR LPNS
Large medical facility looking for qualified personnel. Areas include Internal Medicine, Rheumatology and Urgent Care. Flexible schedule. Minimal travel. Call 348-8000, Ext. 325.

MEDICAL ASSISTANT
RECEPTIONIST
Excellent opportunity in progressive MDs office. Certified Medical Assistant, some college preferred. Doctor office experience necessary. Some word processing experience helpful. Some X-ray experience helpful. Appointments, drape patients, etc. Great benefits offered, such as paid Blue Cross, generous meal allowance, uniforms, etc. Career opportunity, Livonia area. Starting salary, $13,520 up. Employer fee paid.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE

MEDICAL INSURANCE BILLER
Part-time position available for experienced person. Bloomfield area. 20 hrs. per week. 626-3722

MEDICAL RECEPTIONIST
We are seeking a receptionist with some medical experience. Excellent benefits. If interested please send resume to: Bloomfield Hills, Northwest Rte. 545, Southfield, Michigan 48075

MEDICAL RECEPTIONIST - BILLER
Must have experience either medical or podiatry office, knowledge of health insurance needed. Must be energetic & hard worker - dependable. Call 476-1624

MEDICAL RECEPTIONIST
With 2 yrs. experience for busy internal medicine office. Full time, good salary. Call between 9am. - 12 Noon 354-9571

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Experienced, part time, hours flexible.
853-0300

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Experienced only. Pay commensurate with experience. Birmingham area. 433-3510

NURSE AIDE
ALL SHIFTS
Previous experience not required. Starting rate $3.75 per hour. 90 days, $4.30 per hour. Apply in person only.
NIGHTINGALE WEST
NURSING HOME
6365 Newburgh Rd.
Bet. Warren & Joy
Westland

502 Help Wanted Dental-Medical

NURSE AIDES/FULL TIME
Apply in person:
MARYCREST MANOR
15475 Middlebelt, Livonia
427-9175

NURSE AIDES NEEDED
$3.75 PER HOUR PLUS BONUS
All shifts available. Great nursing home in Plymouth. 453-3983

NURSE AIDES
PART TIME/FULL TIME
ALL SHIFTS
Camelot Hall
Convalescent Center
35100 Ann Arbor Trail
Livonia, 522-1444

NURSE AIDE - 3pm-11pm shift. Experienced preferred, but not necessary. $4 hr. for inexperienced & $4.50 for experienced. Apply Person. Wedgewood Well Manor, 520 W. Main, Northville.

HOME HEALTH AIDES - with experience preferred, but will train. Live-ins especially days, up to 40 hours. Travel allowance paid. Near Greenfield/Joy area. United Home Care. 459-3141

NURSE ASSISTANTS
Dependable, up to date, experienced - all shifts. Experience preferred but will train. Good wage & benefit program. Apply in person. Community Convalescent & Nursing Home, 28550 Five Mile Rd., Livonia, MI.

NURSE
ASSISTANTS
$4.00 an hour for 7 hours a shift. Full and part-time positions available on all shifts. Free training class for inexperienced. 3 days a week - Flexible hours. Salary based on experience. Send resume and salary requirements to: Amity Clinic, 949 Monroe, Dearborn, MI 48185

NURSE ASSISTANTS
EXPERIENCED
Now accepting applications for full and part time positions. Days, evenings and midnight shifts. Prefer high school graduates or equivalent and a minimum of one year nursing experience. Qualified individuals may apply at:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
An Equal Opportunity Employer

RESIDENT NURSES AIDES
2 positions (1 day, 1 afternoon), full time, starting $4.00 actively Parkinsonian Hills location. Call: 851-9540

NURSES AIDES
All shifts. Apply in person:
Livonia Nursing Center
28910 Plymouth Rd., Livonia

NURSES AIDES - up to $4.25. Let your experience & ability to give loving care to the elderly shine through your love of you. Come in & talk to us, see what we have to offer you! For appt. call the Nursing Home, 455-0510
Plymouth Ct.

NURSE'S AIDES
WANTED: Kind, reliable, dedicated nurses aide for private home. Must have hospital/convalescent home experience. Care for elderly, some diabetic patients. Know Vitals. Have car. Light housekeeping, some cooking. Hrs. approx. 5-10:30pm; some weekends/holidays. References. Good salary. 356-0798

NURSING
SUPERVISOR
Afternoon Shift
CAMELOT HALL
35100 Ann Arbor Trail
Livonia, MI. 48150
522-1444

ONCOLOGY NURSE
IV CHEMOTHERAPY
Caremark Home Health Care of America is a leading provider of specialized home care services. Caremark Home Health Care of America, your home health care company, offers excellent communication & interpersonal skills can bring you the best in professional & financial rewards you seek. You'll be involved with direct patient care in the home, patient teaching & will interface with physicians.

If you possess a minimum of 2 yrs. oncology related hospital experience, exceptional IV therapy skills & a State License, Home Health Exp. preferred. Please call or send resume to: Caremark Home Health Care of America, 12170 Hubbard Ave., Livonia, MI. 48151, attention Marilyn.
An Equal Opportunity Employer

ORTHODONTIC ASSISTANT
For growing practice. Full time. No evenings or weekends. Experience helpful.
261-4060

O.T.R. needed immediately for closed head injury rehabilitation clinic. Experience necessary. Call Dr. J. Dilly. 455-1400

PART TIME - LPN or RN
for pediatric practice in Southfield. Call between 5-8pm. 358-0420

PHYSICIANS ASSISTANTS, full and part time positions available. Busy industrial immediate care facility. Immediate openings available. Made-ison Heights area. Call 541-0433

POLITE, outgoing person needed to travel to Detroit area nursing homes to obtain signatures & billing information. Days/hours flexible. Call Mr. Michael 353-1155

PORTER to clean restaurant, steady job, must be dependable & honest, good salary, mornings. Redford area, ask for Chris 537-0740

QUALITY
ASSURANCE
TECHNICIAN

We are seeking a qualified ART, RN or LPN for the challenging position of Quality Assurance Technician.

To be considered, you must have experience with DRG, UR, QA criteria and ICD-9-CM coding. Knowledge of computer applications and data entry experience are definitely preferred.

Our QA Techs routinely interact with physicians, residents and nursing personnel to insure hospital admissions are medically necessary and appropriate.

We offer a competitive salary and excellent benefits. To apply, please send a resume with salary history to:

Human Resources
Department
DETROIT RECEIVING HOSPITAL
& UNIVERSITY HEALTH CENTER
4201 St. Antoine
Detroit, MI. 48201

An Equal Opportunity Employer and an Affiliate of the Detroit Medical Center

RADIOLOGIC
TECHNICIAN
ARRT
Immediate part time day and afternoon shift positions are available for ARRT's. Previous radiology experience preferred. We offer an excellent salary and benefit package. Interested candidates should contact or send resume to:

Personnel Services
Holy Cross Hospital
4777 E. Outer Dr.
Detroit, MI 48234
313/369-9100
An Equal Opportunity Employer

RECEPTIONIST - Busy Southfield Ophthalmologists office looking for responsible person as receptionist full time. Prefer someone experienced with Blue Shield, Medicare, Medicaid, CRT. Send resume to box 846, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST, part time, Mon. & Tues., 3pm to 7pm. Near 12 Mile, Northwestern area. Good location, friendly office. Call 353-8141

RECEPTIONIST NEEDED for Royal Oak doctors office. Two part time positions available, mornings or afternoons. Call 9AM-5PM, 549-0140

RECEPTIONIST - PART TIME
Oral surgery office, Birmingham-Troy area. Opening for 3½ days a week for outgoing, mature people-person. Medical or dental experience. Call between 10am-4pm. 647-2191

502 Help Wanted Dental-Medical

RECEPTIONIST/Medical Assistant for busy Southfield cardiology office. Knowledge of pegboard, typing, dictation, insurance and back-ends helpful. Will train for assisting. Excellent pay & benefits. Experienced, mature individuals only need apply. 559-2066

RECEPTIONIST/Secretary, evenings. Southfield Internal Medicine Clinic. Experience preferred, knowledge of insurance - A Plus. Must be pleasant, dependable, flexible, responsible. Non-Smoker. Part-time, Mon. thru Thur., 4:45 to 9pm. Call 9:30am-4:30pm. 353-3350

RECEPTIONIST for busy doctor's office in Madison Hgts. Experience preferred (computer knowledge). Weekdays & Sats. Call 399-4850

RECEPTIONIST/NURSE AIDE, part time position. OB/GYN office. Experience preferred. Warren area. 757-3560

RECEPTIONIST - Assistant. Full time, also part time. Warren for dental office in Huntington Woods. 543-3834

RECEPTIONIST
Doctor office experience preferred. Full time permanent position in the specialists office. Pegboard, billing, insurance knowledge, telepoint/minis, phone, W. 12 Mile area, Southfield. Starting salary $14,500, paid Blue Cross.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

REGISTERED NURSE - full time for day shift charge position. 64 bed facility. Call for appt. 261-4880. St. Jude Convalescent Center, 34350 Ann Arbor Trail, Livonia.

RESPIRATORY THERAPISTS
Now hiring qualified individuals for full time midnights, part time nights & weekend positions. Must be C.R.T.T. or registry eligible in order to receive consideration. For details contact:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

RN and LPN
positions available,
3-11 AND 11-7 full and part time. Please call Mrs. Ferguson for an appointment, Nightingale West Nursing home, 6365 Newburg, Westland, near Joy Rd. 261-5300.

RN/ASSISTANT
DIRECTOR OF NURSING
Are you looking for an excellent opportunity with a leader in home care? We are a 144 bed skilled facility for the near Twelve Oaks Mall. We offer an excellent salary, full range of benefits including 100% tuition reimbursement and stock purchase plan. Call Don for interview, 477-2500.

BEVERLY MANOR
24500 Northwestern Hwy.
Nov. Michigan 48050

RN - DAY SHIFT
Full time charge Nurse position available in Medical Surgical Geriatric care with supervisory skills. Excellent salary & benefit package. Contact: L. Hirschfeld RN, Director of Nursing, University Convalescent & Nursing Home, Livonia. 427-6270

RN, INSERVICE DIRECTOR for skilled nursing home, flexible hours, competitive salary. Ask for Dr. Fox 255-8450

RN or LPN
Full-Time/Midnight Shift
NURSING ASSISTANTS
Days & Afternoons
APPLY IN PERSON
Middlebelt Convalescent Center
39410 Cherry Hill, Westland

RNs and LPNs
Full and part time positions, mid-night shift, 11-7 AM, 3-11 PM, afternoons. Rn every other weekend day shift. Excellent benefits. Flexible scheduling. Farmington Nursing Home
477-7400

RNS - Days, full time & part time position rated for North West Detroit nursing home. Experienced in long term care preferred or willing to learn. Competitive wage & benefit package. Apply in person or call Mrs. Hunt DON, Evangelical Home, 6700 W. Outer Dr. 10-7pm Mon-Fri.
836-1700

RNS - LPNS
ALL SHIFTS
PART OR FULL TIME
Apply bet. 10 AM - 4 PM.
Monday thru Friday
CAMELOT HALL
35100 Ann Arbor Trail,
Livonia

RNs/LPNs
Home care pediatric case in Wayne. Part time midnight shift available. Vent experience helpful, but not required. We offer top pay, bonus hour program. Call today:
PROFESSIONAL
MEDICAL
SERVICES
343-4357
An Equal Opportunity Employer

RNS - WEEKEND SHIFT
Big Bucks, day shift. Call D.O.N. Four Chaplains. 261-9300

RNS - $10 PER HR.
To start. Excellent benefits, afternoon shift needed. Apply Plymouth Ct. (formerly Hendry Convalescent) 105 Haggerty, Plymouth, MI. 48170

R.N.
Bio-Medical Applications of Livonia accepting applications for part-time R.N. Requirements: M. Licensure, 1 Yr. Med/Surg experience. Renal/ICU/CCU experience desired. Competitive Salary. Shift differential. Benefits. No Sundays. Qualified candidates, call: Linda Luevano, 10am-2pm. 525-0780 or 434-4680

R.N.
Registered Nurse interested in the exciting field of infertility to work in a pleasant W. Bloomfield office. Permanent part time position, 15-20 hrs. per wk. Call 851-8040

SMALL BUSY Farmington Hills medical office has immediate opening for file clerk, approximately 20 to 25 hours per week. 474-3650

TEMPRO
Specializing in temporary placement of clerical employees and medical insurance billers in health care settings. For more information or to set up an interview, call:
TEMPRO
24100 Southfield Rd.
Suite 315
Southfield, MI 48075
443-5590

WARD CLERK
Part time midnight position in the Emergency Room. Experienced individuals need only apply. For details contact:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
An Equal Opportunity Employer

WESTLAND PODIATRIST seeking intelligent, reliable, hardworking individual. Typing skills a plus, willing to train. For appt. 729-4300

X-RAY TECHNICIAN needed part time Livonia area. 522-7176

X-RAY TECHNICIAN
Part time Days
471-0444

X-RAY TECHNOLOGIST wanted full time. Must be registered or registrable. To service nursing homes with mobile x-ray company.
Call Mon-Fri 9AM-5PM 559-0658

502 Help Wanted Dental-Medical

X-RAY TECHNOLOGISTS
(REGISTERED)
To perform routine x-ray procedures as needed. Positions available for day and afternoon shifts.
For details contact:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 217
An Equal Opportunity Employer

X-RAY TECH
Part time, Eves. & weekends, in Ann Arbor. Call 971-7094

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Looking for person willing to work hard and grow with company. Must be detail oriented. Knowledge of Farmington Hills area. 477-3910

ACCOUNTING CLERK
need energetic experienced clerk to do misc. accounting functions. Good math & adding machine skills. Pleasant phone manner. Some computer work. Benefits. Livonia Uniforce
Call Diane & salary requirements to: Office Manager, 8530 N. Hix, Apt 203, Westland, MI 48185.

ACCOUNTING CLERK-TROY
2 years experience. To $10,000
CLERK TYPIST
60 plus words per min-To $13,000
EXECUTIVE SECRETARY
Shorthand 100 plus-To $25,000
EXECUTIVE LEGAL SECRETARY
Shorthand, 100 plus-To $24,000
LEGAL SECRETARY
Southfield-To $18,000
LEGAL SECRETARY
TO $20,000
LEGAL SECRETARY
Shorthand, 100 plus-To 22,000
LEGAL SECRETARY
$19,000
SECRETARY
To $20,000
WORD PROCESSOR
TO $15,000
ALL FEES PAID
B. HANS BECKER
ASSOCIATES INC.
964-5300

ACCOUNTS PAYABLE clerk needed for Southfield office. Full time position. Excellent benefits. Send resume including salary requirements to: Personnel, PO Box 5091, Southfield MI 48086

ACCOUNTS PAYABLE, receivable with electronic data board system. Experienced. Part-time with possible full. 349-0360

ACCOUNTS PAYABLE CLERK
Full time, permanent position to handle all accounts payable responsibilities. Experience desired. Please send resume with salary requirements to: EZ-Lift, Inc., 32072 Howard, Madison Hgts., MI 48071

ACCOUNTS
PAYABLE
CLERK
Fretter Appliance has a full time position open for the Accounts Payable Department. Responsibilities include processing invoices for payment and other daily payable functions. Some clerical experience and computer experience preferred. Competitive wages and company benefits including profit sharing. Send resume to:
FRETTER APPLIANCE
Attention Judy Prock
35901 Schoolcraft
Livonia, MI. 48150

ACCOUNTS RECEIVABLE CLERK
with insurance agency experience. Some typing. Send resume to: Lisa Arthur, P.O. Box 2004, Southfield, MI 48037

ACCOUNTS RECEIVABLE
Entry-level to handle Receivables for real estate investment, Land Contracts. Immediate opening. Farmington area. Salary plus benefits. Call Ms. Gaudette at 851-5000 anytime. Send resume to Deck Perry, 20783 Farmington Rd., Suite 10, Farmington Hills, MI 48024478-7840

ACCOUNTS
RECEIVABLE
CLERK
Entry level. Data entry. Good math aptitude. Accounting. Part time position available with benefits. Downtown Birmingham. 645-1300

ACCOUNTS RECEIVABLE - Neatly oriented, some audit, collections, $12K to start, full benefits. Fee paid.
B. HAMIL PERSONNEL
424-8470

ACCOUNTS RECEIVABLE CLERK
part time evenings, 5-8:30 PM. Medical payment posting on CRT. Experience preferred, but will train. Hoyt location. Call Gail, 538-4700, Ext. 235.

ACCTS. RECEIVABLE SECRETARY needed by Bloomfield Orthodontist. Accurate Math, typing, clerical skills required. Full or part-time.
855-2020 or 569-5110

AC/JOB COST CLERK
Responsible invoice, billing, processing payroll & implementing and maintaining job cost systems. Hydraulic/cost system. Qualified candidates will have bookkeeping skills & computer literate. Opportunity for advancement. Full medical benefits. Qualified candidate, send resume to: Box 834, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACO HARDWARE - Full time clerical position open in our Sales Audit Department. Experience in operating a 10 key calculator helpful. We will train. 37.5 satisfactory hours per week at $4.45 per hour. Benefit coverage available. Apply at: 23333 Commerce Dr., Farmington Hills.

504 Help Wanted Office-Clerical

Legal Secretaries
Word Processors
Permanent Positions
Temporary Assignments
Detroit, All Suburbs
Top Dollars
Personnel at Law 358-0060
Michigan's Leader in Legal Personnel Placement

ORDER ENTRY CLERKS
Excellent opportunities for individuals to join a growth oriented Company. The Order Administration Department provides Sales Support by placing & revising orders, updating information & checking clearances.
Qualifications include:
- CRT EXPERIENCE
- STRONG COMMUNICATION SKILLS
- DETAIL ORIENTED
- ABILITY TO WORK IN A FAST PACED ENVIRONMENT

Please Send Resume To:
GFV Communications
Attention Kristin Green
34115 W. 12 Mile Road
Farmington Hills, MI 48018
GFV COMMUNICATIONS
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

AD AGENCY
BILLING CLERK
Nice entry level position with a major agency. Typing and some figure work experience for this. Benefits include profit-sharing, free paid, Call Bernice, 353-2090.
After 5 PM. Appointments Available
SNELLING & SNELLING

ADMINISTRATIVE ASSISTANT
for townhouse complex. Permanent full time position for the right person. Must be a good coordinator & like working with people. 45 wpm. Send resume to 34555 Spring Valley Dr. Westland, MI. 48185.
Attn: Mr Tobe

ADMINISTRATIVE SECRETARY
Type 60 WPM, shorthand a plus, PC skills helpful. Send resume to Standard Freight Co., attention Account Coordinator, 3155 W. Big Beaver, Ste. 212, Troy, MI. 48084.
An Equal Opportunity Employer

AD - secretary for leading corporation. Xerox Memory typewriter or IBM PC, must be decision maker, contract position. Call Eileen at 646-7664

AFTER THANKSGIVING!
STOP IN OR CALL
DOROTHY DAY
PERSONNEL, INC
962-0565 OR 649-6707

Have a Happy Thanksgiving with family & friends then when thinking of your future think of us!
(We'll be open Fri. Nov. 28)

APPLY
TODAY
We have all kinds of clerical positions available in your area.
- GENERAL OFFICE
- TYPISTS (45-50wpm)
- DATA ENTRY
- RECEPTIONISTS
- WORD PROCESSORS
- SECRETARIES
Call for an appointment.
Somebody
Sometime
Temporary Help
Livonia 477-0900

ARE YOU multi talented & flexible? Busy Southfield professional needs person to handle duties in office and around area. Ideal re-entry job for Homemaker. Call Jane at 357-3109

ASSISTANT to BOOKKEEPER
Typing, filing, answering phones, data entry, $200 per week. Send resume to: M.J.M., 5665 W. Maple Rd., Suite A, W. Bloomfield, MI. 48033.

ATTENTION
JOB SEEKERS
Christmas is around the corner and the time to think about earning extra money is now. Working as a S.S.I. Temporary can provide you with top pay, bonuses and health care availability. Call now.
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Staffing, Inc.
The Temporary Help People

EXPERIENCED BOOKKEEPER
for Farmington Hills firm. Previous law firm experience preferred. Excellent benefits. Please respond to: P.O. Box 3040, Farmington Hills, MI 48018-8040.

BOOKKEEPER
Accounts Receivable/Payable. Reynolds Pegboard System. Semi-small. Person interiors, ask for Sandy 643-7771

BOOKKEEPER - Experienced, thru trial balance. Send resume to: Joseph Hur Gallery, 1578 Union Lake Rd., Union Lake, MI., 48085.

BOOKKEEPER, family run Accounts Receivable, General Ledger, Accounting experience necessary. Troy area. Call 362-0420

BOOKKEEPER - FULL CHARGE
Experienced through general ledger, part time with possible full. Northville. 349-0360

504 Help Wanted Office-Clerical

BOOKKEEPER
PART-TIME
M. C. SPORTING GOODS
Mon. thru Fri., 9 AM to 2 PM. Minimal bookkeeping experience preferred. Perfect position for someone with school age children. Apply in person at:
M. C. SPORTING GOODS
30654 Ford Road
Garden City, MI 48135
or ask for Sigi, at: 855-1100

BOOKKEEPER/SECRETARY
Needed for Wholesale retail store. Accounting and computer experience necessary. Typing a plus. Southfield location. $5-$6 per hour. Call Gene at 559-0250

BOOKKEEPER/SECRETARY
A Ferndale company seeks an individual to handle its full time bookkeeping & secretarial duties. This individual will report directly to the owners and actively run the business. Bookkeeping skills required are: accounts receivable & payable, payroll, general ledger & monthly financial statements. Some typing and other secretarial skills are required. Computer knowledge is not necessary. Company employee benefits & compensation are based on experience & qualifications. Qualified individuals should respond to: Box 834, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BRIGHT FORWARDTIMES
Work for Christmas for those needed shopping dollars. If you have light typing & filing skills, we have positions in Dearborn, Farmington Hills & Southfield available 7 hours work as much or as little as you like.
Top pay - No fee - Benefits
TEMPORARY
RESOURCES
356-1616
Located in Troy
Taylor - St. Clair Shores - Ann Arbor

CHURCH SECRETARY
Hours 8AM-4PM @ $5 per Hour
427-1414

CLERICAL ASSISTANT
Growth in our Rental Division has generated a need for additional Clerical support. Full time position in Telecommunications & Information Processing. Applicants with accurate typing & clerical organization skills are required. We offer a professional environment with excellent beginning salary & benefits.
Send resume with salary history, to: Personnel Manager, Andersen & Associates, 24333 Indoplex Circle, Farmington, MI. 48018.
An Equal Opportunity Employer

CLERICAL
Franklin Savings & Loan is now accepting application for entry level positions. Full time, part time & part time pool options. Apply in person, resume with salary expectations to: Franklin Savings & Loan, 12 mile, PO box 5006, Southfield Michigan, 48086
An Equal Opportunity Employer

CLERICAL HELP, part time, for Membership Dept. Jewish Community Center in West Bloomfield area. Call Esther 661-1000, ext 253

CLERICAL HELP - immediate full time position for Accounts Payable. Necessary skills to qualify include: data entry experience, general accounting experience, typing 45wpm, excellent phone voice & manners, as well as good organizational skills. Call C. Marshall, 649-4454 ext 502
An Equal Opportunity Employer

CLERICAL - Mature, responsible person needed to perform all phases of clerical work. Full time with benefits. Moderate pay. Apply in person only. Precise Cutting Tool, 32203 W. 8 Mile, Livonia

CLERICAL - PART TIME. Entry level position for small repair shop. Variety of duties, approx 20 hours including Sat 10-2pm, will train, student welcome. Call Sherrie. Deadline this week. 277-8356

CLERICAL
Part Time position for accounting assistant. Must have good math & typing skills, computer experience helpful. Send resume to: ECS, 19175 Mack Avenue, Livonia, Mich. 48150. Attention: Sandy Mogridge.

CLERICAL - PAR TIME
Bookkeeping & clerical duties. Some experience necessary. Call 8 A.M. - 11 AM. 661-2521.

504 Help Wanted Office-Clerical

CLERICAL
Do You Enjoy the Challenge of a Fast Paced Office?
Busy Sterling Heights office is looking for dedicated individuals to perform clerical funtions.
The ideal candidate should possess:
- Good Phone Skills
- Minimum Typing - 35 wpm
- Excellent Organizational Skills
- 2 Years Previous Experience
We offer an excellent salary & benefit package. Send resume to:
Human Resource Manager
P.O. Box 294
Sterling Heights, MI 48311-0294
An Equal Opportunity Employer

PURCHASING
Troy firm is seeking an ambitious, self-starter for busy purchasing dept. The ideal candidate will possess 1-2 yrs. purchasing dept. experience, good typing skills, telephone experience and a professional attitude also required. Pleasant work environment, competitive salary and benefit package.
Send response to:
PURCHASING - 758 GLEN CIRCLE,
ROCHESTER HILLS, MI. 48063

SECRETARIES
& CLERKS
University of Michigan
Hospitals
Full-time and part-time openings for experienced secretaries and clerks in patient care, education, and research settings. Secretaries need to have previous experience and type 50 wpm minimum. Applicants for clerk positions should possess experience dealing with the public. Computer and word processing experience is desirable. Excellent benefit package. Submit applications or send resume to: University of Michigan Hospitals, Employment Office, 300 NIB Room 8A06, Box 0422 (GSCH), Ann Arbor, MI 48109/0422.
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A non-discriminatory, affirmative action employer

502 Help Wanted Dental-Medical

DENTAL HYGIENIST
A challenging career position with a busy progressive solo office, $100 a day plus benefits. 3 days, Mon., Wed. & Fri. NO EVENINGS. If you are a mature, caring people-oriented person call:
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